

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: August 17, 18, 2005

Division: Monroe County

Bulk Item: Yes XX No

Department: Fixed Asset Surplus

Staff Contact Person: Divina D. Speer

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**AGENDA ITEM WORDING:** Approval to advertise surplus equipment for bid and approval to remove surplus equipment from inventory via disposal.

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**ITEM BACKGROUND:** See attached schedule

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**PREVIOUS RELEVANT BOCC ACTION:** N/A

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**CONTRACT/AGREEMENT CHANGES:** N/A

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**STAFF RECOMMENDATIONS:**

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**TOTAL COST:** N/A

**BUDGETED:** Yes      No     

**COST TO COUNTY:** N/A

**SOURCE OF FUNDS:** N/A

**REVENUE PRODUCING:** Yes      No      **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty      OMB/Purchasing      Risk Management     

**DIVISION DIRECTOR APPROVAL:**   
(KEVIN MADOK, Assistant Finance Director)

**DOCUMENTATION:** Included Yes Not Required     

**DISPOSITION:**      **AGENDA ITEM #**     

Revised 2/05

**Board of County Commissioner**  
**May 18, 19, 2005**

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND	AMOUNT		BOCC ACTION
			Original	Estimated	
County ID #	Description		Value	Present Value	need approval to-
1 1300-012	Portable X-Ray Unit	obsolete	\$5,000.00	\$50.00	advertise for bid
2 1300-039	Radiographic Film Processor	obsolete	\$2,241.49	\$50.00	advertise for bid
3 0601-598	Computer	beyond economical repair	\$1,374.00	\$0.00	remove from inventory and dispose
4 0800-413	Computer	beyond economical repair	\$1,988.00	\$0.00	remove from inventory and dispose
5 1415-092	Computer	beyond economical repair	\$3,726.00	\$0.00	remove from inventory and dispose
6 0903-1002(1397)	Icemaker	beyond economical repair	\$937.00	\$0.00	remove from inventory and dispose
7 1416-114	AED	beyond economical repair	\$2,904.35	\$0.00	remove from inventory and dispose
8 1413-028	ALS Resuscianne	beyond economical repair	\$3,700.00	\$0.00	remove from inventory and dispose
9 1430-215	GE ranger base station	beyond economical repair	\$1,291.32	\$0.00	remove from inventory and dispose
10 1430-228	Hurst Generator	beyond economical repair	\$3,597.00	\$0.00	remove from inventory and dispose
11 1437-504	Washing Machine	beyond economical repair	\$1,404.00	\$0.00	remove from inventory and dispose
12 1440-207	Canon Copier	beyond economical repair	\$1,595.00	\$0.00	remove from inventory and dispose
13 1438-382	Exhaust Fan Blower	beyond economical repair	\$1,063.00	\$0.00	remove from inventory and dispose
14 1438-383	Exhaust Fan Blower	beyond economical repair	\$1,063.00	\$0.00	remove from inventory and dispose
15 1438-433	Radio	beyond economical repair	\$1,067.93	\$0.00	remove from inventory and dispose
16 1801-160	Computer	beyond economical repair	\$762.00	\$0.00	remove from inventory and dispose

# MONROE COUNTY INVENTORY DELETION REQUEST

JUL 27 2005

TO: DIVINA D. SPEER STOP #8

FROM: Public Safety

PROPERTY CLERK, FINANCE DEPT.

DATE: July 1, 2005

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1300-012	876399	X-Ray Unit, Portable	9/30/87	\$5,000.00/\$50.00
1300-039	C7016B	Radiographic Film Processor	11/18/92	\$2,241.49/\$50.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

X

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

Equipment obsolete

\_\_\_\_\_  
\_\_\_\_\_

PREPARED BY:   
PRINT NAME: Michael Hunter, MD

DATE: 7-27-05

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

  
PRINT NAME: James R. "Reggie" Paros

7/25/2005

**DISTRICT SIXTEEN MEDICAL EXAMINER**

27223 Overseas Highway, Ramrod Key, FL 33042; phone (305) 872-4719, fax (305) 872-4721

**CHIEF MEDICAL EXAMINER**

Michael D Hunter, M.D

**INVESTIGATOR**

Michael Bates


June 9, 2005

Stacey DeVane  
Monroe County Public Safety  
Florida Keys Marathon Airport  
9400 Overseas Highway, Suite 200  
Marathon, FL 33050

Stacy,

I would like the X-Ray equipment removed from inventory which includes a Radiographic Film Processor (asset ID #1300-039), and a Portable X-Ray Unit (asset ID# 1300-012). You may consider a price of \$100 for the items combined.

Sincerely,

  
Michael Hunter, MD  
District Sixteen Medical Examiner

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** MARIA GUERRA

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0601-598	H7P2Y21	Dell Computer	6/12/03	\$1,374.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

       APPROVAL TO ADVERTISE FOR BIDS.  
XXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
       APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Mostly Broken – Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

THOMAS WILLI

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

JIM VAN TASSEL

JUL 15 2005

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** Maria Guerra

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0800-413	BMHJM	Dell Computer	10/01/97	\$1,988.00/\$0
1415-092	7LT0M11	Dell Laptop Computer	07/01/02	\$3,726.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXXX APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:  
Beyond economical repair

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

PRINT NAME: THOMAS WILLI

TECHNICAL SERVICES APPROVAL: \_\_\_\_\_

PRINT NAME: JIM VAN TASSEL

# MONROE COUNTY INVENTORY DELETION REQUEST

JUL 19 2005

TO: DIVINA D. SPEER STOP #8

FROM: John King

PROPERTY CLERK, FINANCE DEPT.

Sr. Director Facilities Maintenance

DATE: 7/18/2005

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0903-1002		GE Icemaker		\$ 134 /\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

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APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

Broken and beyond economical repair

PREPARED BY: John King

DATE: 7/18/2005

PRINT NAME: John Kipp

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

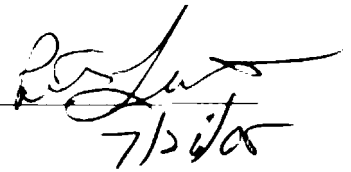
PRINT NAME: DENT PIERCE

**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** JUL 24 2005  
**Divina D. Speer – Stop #8**  
**Property Clerk, Finance Dept.**

**DATE:** \_\_\_\_\_

**FROM:** Peter Lubert  
Fire & Rescue

  
7/13/05

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1416-114	8698391	AED LP500	6/20/98	\$2,904.35/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.  
       APPROVAL TO REMOVE FROM INVENTORY.  
       APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Broken – Beyond economical repair

DIVISION DIRECTOR APPROVAL:  
PRINT NAME

  
CLARK MARTIN



CC, App-CCVFD

**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

**FROM:** Peter Lubert

**DATE:** \_\_\_\_\_

<b>M.C. I.D. Number</b>	<b>Serial Number</b>	<b>Asset Description</b>	<b>Date Purchased</b>	<b>Original &amp; Est. Present Value</b>
1413-028	na	ALS Resuscianne	7/1/92	\$3,700.00/\$0
1430-215	9946286	GE ranger Base Station	4/22/94	\$1,291.32/\$0
1430-228	E003559	Hurst Generator	7/9/97	\$3,597.00/\$0
1437-504	na	Staber Washing Machine	5/15/00	\$1,404.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Broken – Beyond economical repair

APPROVED BY: \_\_\_\_\_

PRINT NAME PETER LUBERT

DATE: \_\_\_\_\_

6/30/05

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

PRINT NAME

CLARK MARTIN

1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 26

**FROM:** \_\_\_\_\_

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**CHECK ONE (1) APPROPRIATE LINE BELOW:**

REASON FOR REQUEST:

DATE: 6/30/05

PRINT NAME \_\_\_\_\_

*Clark Martin*  
CLARK MARTIN

KCLVFD

JUL 22 2005

**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

**FROM:** Pete Lubert

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1438-382	05913383	Exhaust Fan Blower	9/11/91	\$1,063.00/\$0
1438-383	05913466	Exhaust Fan Blower	9/11/91	\$1,063.00/\$0
1438-433	751ASC0259	Radio	4/29/92	\$1,067.93/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

APPROVAL TO ADVERTISE FOR BIDS.

XXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Broken – Beyond economical repair

APPROVED BY:

Pete Lubert  
PRINT NAME PETER LUBERT

DATE:

7/19/05

DIVISION DIRECTOR APPROVAL:

PRINT NAME

A. Romero  
CLARK MARTIN

7.21.05

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.  
**DATE:** 6-13-2005

**FROM:** TECHNICAL SERVICES

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1801-160	347AS	Dell Computer	4-18-00	762.00 / 0.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXX APPROVAL TO ADVERTISE FOR BIDS.  
       APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
       APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

OUT DATED / OLD

PREPARED BY: MARIA GUERRA DATE: 6-13-2005

DIVISION DIRECTOR APPROVAL:  6/20/05  
PRINT NAME: TOM WILLI

TECHNICAL SERVICES APPROVAL: 